

SAFE SCHOOLS: a Health and Safety Check

**A Manual of Checklists Covering Environmental, Health and
Safety Regulations for Secondary Occupational and Career
Orientation Programs in New Jersey Public Schools**

Updated Through October, 2001

Prepared by

E O H S I

Environmental and Occupational Health Sciences Institute
Public Education and Risk Communication Division, Resource Center

In cooperation with

The New Jersey Department of Education
Office of School-to-Career & College Initiatives

SAFE SCHOOLS: a Health and Safety Check

**A Manual of Checklists Covering Environmental, Health and Safety Regulations for
Secondary Occupational and Career Orientation Programs in
New Jersey Public Schools**

developed by

The Public Education and Risk Communication Division
Environmental and Occupational Health Sciences Institute

Jointly sponsored by

University of Medicine and Dentistry of New Jersey
Robert Wood Johnson Medical School and
Rutgers, The State University of New Jersey

with funding support from

The New Jersey Department of Education
Office of School-to-Career & College Initiatives

* The development of the original Manual, first published in 1992, was 100% federally funded through P.L. 98-524. The Manual has been updated on regular basis since 1992.

For more information contact

Resource Center of EOHSI

Public Education and Risk Communication Division
170 Frelinghuysen Rd.
Piscataway, NJ 08854
(732) 445-0110

and

The New Jersey Department of Education
Office of School-to-Career & College Initiatives
225 W. State St., P.O. Box 500
Trenton, NJ 08625
(609) 633-0665

Safe Schools Project Description

Safe Schools is a project supported by the New Jersey Department of Education, Office of School-to-Careers and College Initiatives, to assist schools and community colleges in meeting environmental and occupational safety & health regulations. The project is administered by the Resource Center of the Environmental and Occupational Health Sciences Institute (EOHSI) located in Piscataway, New Jersey. EOHSI is jointly sponsored by the University of Medicine and Dentistry of New Jersey - Robert Wood Johnson Medical School, and Rutgers, The State University of New Jersey.

Safe Schools involves a number of outreach components designed to support Safety and Health Designees and those involved in School-to-Careers. Safety and Health Designees are school board appointed school personnel who are charged with the responsibility of implementing a safety and health program for vocational programs in their school district. The following is a list of the current Safe Schools outreach components:

- ! Safe Schools: a health and safety check. This is a manual of checklists covering environmental and occupational safety & health regulations for secondary occupational and career orientation programs in New Jersey public schools. The manual is updated twice per year.
- ! Free training to teachers throughout the year.
- ! Biannual newsletter.
- ! Analysis of injury/illness records.
- ! Training needs assessments.
- ! Project evaluation.
- ! Assistance with safety and health issues associated with School-to-Careers.

Additional information regarding the Safe Schools Project can be found at <http://www.eohsi.rutgers.edu/ss>

Current Safe Schools Project Staff

EOHSI Workgroup

Barry Schlegel, M.S., M.A.T., CIH
Project Director

Robert Hague, Ph.D., CIH
Assistant Project Director

Karen Dunning
Project Manager

Diane Borowsky
Newsletter/Brochure Manager

Govindan Balakrishnan
Budget Analyst

Mehul Patel
Research Associate

Lynn Duru
Secretary/Registrar

with

New Jersey Department of Education
Office of School-to-Career & College Initiatives

Howard Garey
Program Manager

Original Manual Development Project Staff

EOHSI Workgroup

Audrey R. Gotsch, Dr.P.H., C.H.E.S.
Project Director

Jan Gottlieb, M.P.H.
Project Manager

Barry Schlegel, M.A.T., M.S., C.I.H.
Project Coordinator/Technical Writer

Deborah Shields, M.P.H., C.H.E.S.
Writer/Editor

Patricia Billman
Mary Nicoletti, A.A.
Janet Stevens
Patricia Yelavich, B.A.
Staff Support

Kevin Batzel, A.A.
Jack Caravanos, Dr.P.H., C.I.H.
Matthew Carmel, M.S., C.I.H.
Alice Freund, M.S.P.H., C.I.H.
Vincent Gallagher, M.A.
Michelle Laws, B.A.
Richard Lynch, M.S., C.I.H.
Technical Consultants

with

New Jersey Department of Education
Office of School-to-Career & College Initiatives

Sylvia Kaplan, M.A.
Program Manager

DISCLAIMER

The Safe Schools manual was developed cooperatively with the aid and support of the individuals, organizations, and agencies listed in the Acknowledgments. **However it does not necessarily represent official interpretations of regulations or the official policy of any participating organization or agency.** In addition, reference to company names or products does not constitute endorsement by any participating individual, organization, or agency.

The information contained in this manual is believed to be accurate as of the date it was prepared. The manual is not intended as legal advice and should not be relied upon as such for any purposes, without consulting one's own legal counsel. The manual is a technical assistance resource and is only intended to provide guidance in meeting Federal and State environmental, safety and health regulations that are **applicable to New Jersey public secondary vocational education programs and courses on school grounds.** Since regulations are subject to change and interpretation, it cannot be assumed that the use of this manual will guarantee regulatory compliance. Nor can it be assumed that the use of this manual will guarantee that all environmental, safety and health hazards are addressed. It remains the school's responsibility to ensure a safe and healthful classroom and to comply with relevant Federal, State, and local regulations.

Table of Contents

	Page/Tab
Acknowledgments	viii
Introduction	1
Making Sense Out of Regulations	Chapter 1
How to Establish an Effective Environmental, Safety and Health Program	Chapter 2
Implementing a Checklist Program	Chapter 3
Training Handouts	
Program Index	
Hazard Index	
Checklists	Chapter 4
Supporting Materials	Appendices
Appendix A: Resources	
Appendix B: Using <u>Safe Schools</u> to Teach Students About Occupational Safety and Health	
Appendix C: Tips for Making an Inspection a Cooperative Rather than an Adversarial Experience	
Appendix D: Emergency Procedures in Public Secondary Schools in the Event of a Chemical Spill	
Appendix E: Text of Selected Regulations	

Acknowledgments

To ensure that the Safe Schools manual addressed the needs of New Jersey educators and administrators, over two hundred individuals participated in all phases of its original development.

- ! **A task force**, with representatives from New Jersey public secondary school vocational programs, regulating agencies, unions, health and safety organizations and businesses, was formed to provide ongoing guidance.
- ! **Two focus group meetings** with vocational educators and NJ Department of Education staff gave valuable feedback on drafts of the manual.
- ! **A written needs assessment survey** was completed by over 100 teachers.
- ! The **checklists were pre-tested** at several schools with teachers and administrators accompanying project staff after school hours on walkthrough inspections of their classrooms.
- ! **A planning group** comprised of school administrators and teachers was convened to provide guidance in the pilot-test and training procedures.
- ! **A pilot-test of the manual** was done in 12 schools selected for their broad range of ethnic, geographical and socio-economic backgrounds.

We are indebted to these individuals for their valuable contributions.

Special thanks are extended to program staff of the N.J. Department of Education and the Northeast Curriculum Coordination Center, as well as to Stanley Grajewski and Robert Rossow who gave of their time and expertise throughout the project. We also would like to thank John H.S. Fallon and Roger Marcotte for their thorough review of the checklists, Martha Koblisch, Mercer County Vocational-Technical School--Sypek Center for hosting the pilot-test training workshop, and the following schools for hosting the "Safe Schools Training Workshops": Linden High School--Vocational Technical Building; Monmouth County Vocational-Technical School; and Gloucester County Institute of Technology.

Task Force Members

Kevin Batzel
Brick Township Bureau of Fire Safety

Gene Compton
N.J. Vocational Ed. Association

Juanita Bynum
Right to Know Program
N.J. Department of Health

Ray Constantine
Gloucester County Institute
of Technology

Glenn Earl
Cumberland County Office of Education,
N.J. Department of Education

Glenn Franzoi
Bureau of Facilities Planning
N.J. Department of Education

Peter Flipse
Ocean County Vocational
Technical School

Joseph Giamboi
Stroock, Stroock & Lavan

Stanley Grajewski
Hopatcong Borough Schools

John Grzywacz
OSHA-Region2
U.S. Department of Labor

Robert Hague
N.J. American Industrial
Hygiene Association

Marty Kalback
N.J. School Boards Association
Insurance Group

Joseph Kobylarz
Garfield High School

Gary Ludwig
PEOSH Program
N.J. Department of Health

Frank Makein
Pequannock Township
Board of Education
Health & Safety Cooperative

Michael Maddaluna
Mercer County Office of Education
N.J. Department of Education

Marjorie Martin
N.J. School Boards Association

Rolf Maris
N.J. Department of Community Affairs

Arlene Morris
N.J. Education Association

Roger A. Marcotte
Hawthorne High School

Marion Mullarkey
Div. of Adult & Occupational Education
N.J. Department of Education

John Ord
Div. of Adult & Occupational Education
N.J. Department of Education

Dr. Maryann Peifly
Mercer County Special Services
School District

Mark Pollack
PEOSH Program
N.J. Department of Labor

Martha J. Posci
Division of Adult & Occ. Education
N.J. Department of Education

Bill Timme
Northern Valley Regional High School

Robert Timms
N.J. Section, American Society of Safety
Engineers

Lawrence Petrillo
N.J. State Safety Council

Mary Rudakewych
N.J. Department of Envi. Protection
& Energy

Focus Group Participants

Georgianna Aiken
Lawrence High School

Ray Constantine
Gloucester County Institute
of Technology

Robert Colangelo
Ocean County Vocational
Technical School

Stanley Grajewski
Hopatcong Borough Schools

Joseph Kobylarz
Garfield High School

Angelo Izzo
Bergen County Office
N.J. Department of Education

Larry Leach
Montgomery High School
Newark Board of Education

John Longo
South Brunswick Board of
Education

Michael Maddaluna
Mercer County Office
of Education
N.J. Department of Education

Nancy Mattia
Ocean County Vocational
Technical School

Al Morrison
Red Bank Regional
High School

John Ord
Div. of Adult & Occ. Education
N.J. Department of Education

Dr. Maryann Peifly
Mercer County Special
Services School District

John Richardson
Monmouth County Voc. School

Cindy Von Thun
Middlesex County Vocational
& Technical School

Stanley Zaleski
Perth Amboy High School

NEEDS ASSESSMENT SURVEY RESPONDENTS

Joseph Kobylarz, Lester Harris, Linda Kotlowski, Janet Skrypek, Mike Wisnovsky, Garfield High School; Ray Constantine, Herbert Atkinson, Rhonda Bell, Stan Force, Gail Mattei, Sandi McBride, Dave Torpey, Dave White, Linda Whitcraft, Gloucester County Technical Institute; Roger A. Marcotte, Hawthorne High School; Stanley Grajewski, Evely Congrove, Susan Mancuso, Wendy Wyman, Robert Wheeler, Renne' Zotynia, Hopatcong Borough Schools; Georgianna Aiken, Anne Benedetti, Laurie Feldmann, Kevin Monaghan, Lawrence High School; Keith Fennimore, Mercer County Vocational Technical School; Cindy Von Thun, Middlesex County Vocational & Technical High School; John Richardson, Rosario Livera, Monmouth County Vocational School; Larry Leach, and several colleagues, Montgomery High School, Newark Board of Education; Bill Timme, Thomas Domerski, Northern Valley Regional High School; Peter A. Flipse, Robert Colangelo, Allan Abbott, Michael Felice, Delores Gorman, Nancy Mattia, Robert Ormsbee, Jerry Salvatore, Jeff Sharkey, Steven Tarnow, Norma Vlahides, John Zelenak, Ocean County Vocational Technical School; Stanley Zaleski, Thomas Chalfa, Vance Dunn, Peter Kozub, Carole Leone, Marcella Massopust, Peter Slater, Perth Amboy High School; Roger Schneider, Dick Allen, Sandra Amato, Red Bank Regional High School; Gene Compton, N.J. Vocational Education Association; Arlene Morris, NJEA Vocational Education Committee. Some of the surveys were returned without a way to acknowledge the respondent and consequently their names have not been included with the acknowledgment.

Checklist Pre-Test Participants

Fred Bastedo, Mary Lou Testa, Mercer County Vocational-Technical Schools; Dr. Karen McCloud, Middlesex County Vocational & Technical Schools; Thomas Hudak, Brenda Di Vincenzo, Al Di Renzo, Morris Hills Regional School District; Steven Tucker, Rosalie Sauck, North Hunterdon Regional High School; Robert Colangelo, Peter Flipse, Ocean County Vocational Technical School.

Planning Group Members

Robert Colangelo, Ocean County Vocational Technical School; Dr. Doris Dopkin, N.J. Department of Education; Frank Drogan, Monmouth County Vocational Schools; Glenn Franzoi, N.J. Department of Education; Marie Gonzalez, Union County Vocational Technical School; Stanley Grajewski, Hopatcong Borough Schools; Angelo Izzo, Bergen County Office, N.J. Department of Education; Al Simone, Middlesex County Vocational and Technical Schools; Robert Rossow, Elizabeth School District.

Pilot Test Participants: Safety & Health Coordinators

Dr. James S. Brown
Camden City Board
of Education

Lucian Janik
Camden City
Board of Education

Robert Colangelo
Ocean County Vocational
Technical School

Joseph Kobylarz
Garfield High School

Donna Curtis
Mercer County Vocational
Technical Schools

Larry Leach
Montgomery High School
Newark Board of Education

Frank Drogan
Monmouth County
Vocational Schools

Jack McCulley
Gloucester County
Institute of Technology

John Fallon
Linden High School

Wayne Mindek
East Jersey State Prison

Dennis Hrehowski
Perth Amboy High School

Kevin Monaghan
Lawrence High School

Thomas Janaro
Somerset County Vocational
Technical School

Robert Rossow
Elizabeth Public Schools

Pilot-Test Participants: Teachers

Dana Beverly, Robert Biss, Robert Byrnes, Bob Castellini, James Csogi, Encida Cruz, Eric Downs, Vance Dunn, Ray Esler, Lorie Feldmen, Steven Ferrara, Charles Fischer, Guvania Edmonds, Mary Garvey, Carmen Genovese, Gary Giampino, James Gorman, Charles Gromer, Lester Harris, Geraldine Hobbs, William Icer, Frank Irby, Walter Jedwabnik, Muriel Johnson, Fred Kociumbas, Peter Kozup, Don Krametz, Bill Lawler, Paul Litchfield, Virgil Magee, Carmen Mangarella, John Marlin, Joseph Mazzearella, Phil Meir, Chris Mulligan, Joe Novo, Al Parker, Mel Persicketti, Wayne Peterson, Charles Phillips, Ben Pokrywa, Dorothy Reid, William Reynolds, Robert Roan, Kathleen Rosenberg, James Sabino, Janet Skrzpek, Diane Slavan, George St. Andrassy, Chris Stanly, Donald Strickland, Cathy Trosis, John Vingara, Nancy Volpe, Thomas Wilson, Michael Wisnovsky, Stan Zaleski.

Project Title Suggested by: Marcella Massopust, Perth Amboy High School